



## Trustees of The Mary E. Bartlett Memorial Library

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Tracy Waldron, Chair James Clark, Treasurer Lynn Austin, Secretary Liz McConnell Tom Walker

### Meeting Minutes

Monday, April 5, 2021

Trustees attending: Jim Clark, Lynn Austin, Liz McConnell, Tom Walker, Erin Staffiere

From the Library: Janice Wiers - Library Director, Heather Lindsay - Youth Librarian/ Assistant Director

Others: Bob Mantegari - BOS Liaison, Nick Wrighton - from the public via Zoom

**NOTE:** The trustee meeting was held in the library basement so as not to exceed the six person COVID occupancy limit upstairs. Social distancing was practiced, and everyone wore masks. The public was invited to attend the meeting virtually via Zoom. Tracy Waldron was unable to attend, Lynn Austin performed the duties of Chair for the meeting.

Lynn called the meeting to order at 6:03 PM.

#### **APPROVAL OF MINUTES:**

On a motion from Liz, with a second by Erin, the March minutes were unanimously accepted.

#### **DIRECTOR'S REPORT:**

Janice submitted her director's report to the trustees in advance of the meeting per usual for review. Also included were the check register, P & L statement, YTD salary report, YTD attendance tracker, and staff schedule. Janice discussed the basement clean up and organization. Some items were set aside for a yard sale to benefit the Friends of the Library. She discussed the upcoming plant/ bake sale that the Brentwood gardeners host in the amphitheater each spring. Due to the amphitheater condition they will only be displaying plants on the bottom two platforms.

Janice read a patron letter from Bob & Laura, new town residents. They were very complimentary of the library and staff, and requested The Great Courses App be added to the library's offerings. Janice explained that the App was on the Canopy platform. For budgetary reasons the library had to choose between Canopy and Hoopla; during Covid the Hoopla platform was chosen as it had a wider variety of content.

Janice talked about an upcoming four part spring program on Alzheimer's/ Dementia by the Alzheimer's Association of NH. The topics will include; Understanding the difference, financial concerns, communication, and caregiving during Covid.

She requested and the board agreed that the Covid E Newsletter be scaled back to an as needed basis. Biweekly updates are too frequent given the current state of the pandemic. The newsletter will now be sent out only when there is news to report.

The Recreation Department has asked to use the library basement as a rainy day location for up to 20 children and 2 counselors for the summer camp program. Trustee concerns were adequate supervision for that number of campers, muddy footprints, food waste attracting mice, covid distancing, and surface disinfecting.

**ACTION:** Janice will meet with Rec Department director Andrew Gray to discuss board concerns.

The library will now open at 9:00 AM instead of 10:00 AM on days that have AM hours. The hour had been used for covid cleaning and filling curbside orders. Janice feels that these tasks can safely be accomplished while patrons are present. She expressed interest in continuing curbside post-Covid. The library will also open from 2:00-7:00 PM on Mondays.

#### **ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:**

The Friend's group is offering the library the use of a domain email suite. This would allow library staff and trustees to have official email addresses ending in @brentwoodlibrarynh.org. All present liked the idea and feel we should accept their offer.

Heather discussed the four planned outdoor programs, virtual programs, and upcoming craft kits. The summer reading program theme will be Tales and Tails and will use tickets for the raffle. She will be co-presenting a program: Social Media: risks and rewards at the NHLTA conference. She gave a brief overview of the course she took: Autism and Art. Highlighting how it will help address issues that patrons on the spectrum may have.

#### **TREASURER'S REPORT:**

Hoopla usage was down \$55 from last month. Which is good as we try to balance electronic and physical book purchases.

Salaries and budget are both on track and slightly under budget for the year.

The trustees each signed the March check register which was available for review on a central table.

#### **OLD BUSINESS:**

The foundation is leaking between the original building and the newer addition. Bob Mantegari, who is a home inspector, recommended crack injection. He has experience with similar cracks at the police station and the rec center that were repaired in this way and remain leak free years later. Janice will get a quote from Ramjack to go along with the two other quotes already received. If needed we will hold a Zoom meeting to decide which option to accept. After the repair Kip Kaiser will regrade soil away from the area for better drainage.

We discussed the amphitheater repairs. Repair with Trex would be costly as well as hot in the summer. Replacing with a graded grass slope could lead to drainage issues. Bob Mantegari suggested concrete as a replacement to the failing wooden platforms. Town impact fees will fund the project.

**ACTION:** Liz McConnell will reach out to Bob Gilbert and look for a volunteer landscape engineer or other knowledgeable party to help with the project. Bob Mantegari will join in any discussions.

#### **NEW BUSINESS:**

Bob Mantegari is requesting an email copy of the monthly director's report, treasurer's report, and meeting minutes.

**ACTION:** Monthly director's report, treasurer's report, and meeting minutes will be posted to the library website.

Liz McConnell brought up that Bob attending as a select board liaison implies select board oversight, and that RSA 202: A shows that the two boards are intended to be separate governing bodies. Since Janice already attends select board meetings to correct misinformation regarding the library wouldn't it be better to have her speak directly to select board questions and concerns while there.

Library newsletters will be left at the town hall.

Laurie Fischer Assistant State Library Director is requesting that trustees fill out a survey to determine if library trustees have a personal connection to elected state officials, business leaders, or someone in the media. The goal is to determine if that trustee would be willing to reach out to that contact on behalf of the library. To get the survey back to Laurie on time they need to be returned to Janice by the end of the month.

On a motion by Lynn, seconded by Erin, and approved by all, Liz McConnell was elected Chair of the board. On a motion by Lynn, seconded by Erin, and approved by all, Tom Walker was elected Secretary.

On a motion by Lynn, and seconded by Liz, will all ayes the three alternate trustees to be recommended to the select board will be, Melody Santos, Kristen Goodrich, and Melissa Bertoulin. Susan Lunn will be a back up if needed in the future. Jim Clark agreed to continue as treasurer.

**ACTION:** Tom will email town administrator Karen Clement with these names and request they be added to the docket for approval at the select board meeting on 4/13/21. He will also email each alternate.

Lynn adjourned the meeting at 8:02 PM.

**Next meeting:** Monday, May 3, 2021 at 6:00 PM. Meeting location will be inside the library for the trustees. The public may join via the Zoom link that will be provided in the meeting notice.

Respectfully submitted, Tom Walker - Incoming Secretary